

Superior Court of California County of San Bernardino Employment Opportunity



Budget Analyst

\$4,182 - \$5,338 approximate monthly

**Application deadline: Open Until Filled
Announcement #05-002**

The Court Budget Analyst coordinates the development of the court budget, prepares revenue and expense projections and analyses, participates in year-end closing and audit activities; completes special projects and performs related duties as required. This position is located in the Court Executive Office.

Typical duties of Court Budget Analyst include, but are not limited to:

- Coordinates the development of preliminary budget data; interprets and implements State budget guidelines; determines the budget impact on programs; prepares analysis of budget revenue and expenditures, develops payroll projections; prepares budget justifications; prepares monthly budget analysis and variance reports; maintains records of budget transfers and revises master file.
- Makes projections of annual cash flow; analyzes monthly cash flow position and determines variance in comparison to projected cash balances.
- Assists in the identification, assessment and resolution of complex financial issues and problems impacting the court budget.
- Completes special projects as required such as five-year financial plans and analysis of variance in revenue and expenditures.
- Costs out and analyzes salary and benefit proposals and packages for presentation in labor negotiations.
- Reviews proposed legislation and existing statutes and determines fiscal impact on court.

Requirements: BA degree in finance, accounting, business or public administration and three years of professional analytical experience, including two years in budget development, analysis and planning, or equivalent or any combination of training and/or experience that could likely provide the desired knowledge and abilities. Experience working in a court or legal environment is highly desirable.

How to Apply: Applicants must complete and submit a Superior Court application and supplemental application. Application materials can be obtained by phone at (909) 387-6894, by e-mail at personnel@courts.sbcounty.gov, or on the internet at www.sbcounty.gov/courts.

Examination: The examination will consist of a competitive evaluation of qualifications based on the application and supplemental application.

Benefits: Paid holidays, vacation time, sick leave, retirement plan, deferred compensation plan, employee health insurance (medical and dental), life insurance, merit salary increases, reimbursement of professional development, credit union.

Employment is contingent upon passing a pre-placement physical, including drug screening and fingerprinting for criminal convictions through the Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI).

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

11/22/04 - MV

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